

# Managing Your 21<sup>st</sup> Century Community Learning Centers (CCLC) Program

Second Time Awardees  
Community and Faith Based Organizations

New Cohort Institute  
November 7, 2007

# YOUR GRANT APPLICATION

- Terms
  - LEA ~ Local Education Agency
  - CBO ~ Community Based Organization
  - FBO ~ Faith Based Organization
- Design of grant as submitted in awarded application
  - Program operation (hours/days/weeks)
  - Program activities
  - Timelines/major milestones
- Four major sections of the application
  - Need for services
  - Program narrative
  - Management plan/budget
  - Evaluation

# 21<sup>st</sup> Century Community Learning Centers (CCLC) Web Page

<http://www.doe.virginia.gov/VDOE/Instruction/comp.html#title4>

- General information and most recent RFP application
- Administrative Documents and Files
  - Administrative Handbook (all grantees)
  - Budget and Amendment Workbooks (CBO's and FBO's)
  - Reimbursement Workbooks (CBO's and FBO's)
- Lists of 21<sup>st</sup> CCLC Awards
- 21<sup>st</sup> CCLC Resources
- State Advisory Group
- Professional development files

Division of Instruction, Office of Program Administration and Accountability - Microsoft Internet Explorer

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### Title IV: 21st Century Schools

#### Title IV, Part B: 21st Century Community Learning Centers

<ul style="list-style-type: none"><li>■ <a href="#">Information</a></li><li>■ 21st CCLC Administrative Documents<ul style="list-style-type: none"><li>-Administrative Handbook Effective February 2007 (<a href="#">PDF Format</a>)</li><li>-Reimbursement Workbooks For Community Based Organizations<ul style="list-style-type: none"><li>2005-2006 (<a href="#">Excel Format</a>)</li><li>2006-2007 (<a href="#">Excel Format</a>)</li></ul></li><li>-Budget Transfer Request Workbooks For Community Based Organizations<ul style="list-style-type: none"><li>2005-2006 (<a href="#">Excel Format</a>)</li><li>2006-2007 (<a href="#">Excel Format</a>)</li></ul></li></ul></li><li>■ List of 21st CCLC Awards (<a href="#">PDF Format</a>)</li><li>■ <a href="#">21st CCLC Resources</a>, Law and Guidance</li><li>■ 21st CCLC State Advisory Group (<a href="#">PDF Format</a>)</li><li>■ <a href="#">Virginia Conference Presentations</a></li><li>■ <a href="#">2007-2008 Request for Proposals</a></li></ul>	<p><b>Regions I, III, VII, VIII</b> Duane C. Sergent (804) 371-2929 <a href="mailto:Duane.Sergent@doe.virginia.gov">Duane.Sergent@doe.virginia.gov</a></p> <p><b>Regions II, IV, V, VI</b> Dr. Anthony Dursa (804) 371-7579 <a href="mailto:Anthony.Dursa@doe.virginia.gov">Anthony.Dursa@doe.virginia.gov</a></p> <p><b>Title IV Administrative Support</b> Janet Farber (804) 786-3340 <a href="mailto:Janet.Farber@doe.virginia.gov">Janet.Farber@doe.virginia.gov</a></p>
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### Title V: Promoting Informed Parental Choice and Innovative Programs

#### Title V, Part A: Innovative Programs

<ul style="list-style-type: none"><li>■ <a href="#">Information</a></li><li>■ <a href="#">Monitoring Instrument</a></li><li>■ <a href="#">Monitoring Schedule</a></li><li>■ <a href="#">2006-2007 Entitlements</a></li><li>■ <a href="#">Survey of Private, Nonprofit Schools</a></li></ul>	<p><b>Regions I, IV, VII, VIII</b> Duane C. Sergent (804) 371-2929 <a href="mailto:Duane.Sergent@doe.virginia.gov">Duane.Sergent@doe.virginia.gov</a></p>
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Internet

8:15 AM  
Monday  
11/5/2007

# Budgets and Reimbursements

- Local Education Agency (LEA) use OMEGA
- Community and faith based organizations
  - Excel Budget transfer worksheets
  - Excel Reimbursement worksheets

# Program Amendments (Significant changes)

- Design of program
- Population
- Objectives
- Services/activities
- Length and hours of services

# Frequent Errors or Oversights

- Reimbursements
  - Specific Vendor (i.e. do not use credit card bank)
  - Copies of hard copy submission (CBO's and FBO's)
    - Reimbursements – original plus a copy
    - Budget transfer requests – original plus two copies
  - Using correct year's workbook (CBO's and FBO's)
  - Include complete documentation (CBO's and FBO's)
- Budget transfer requests - justification for transfer
- Updating contact information
  - Name
  - Phone number
  - E-mail
- Monitor drawdown of grant funds by appropriate year
  - Throughout year
  - Encumber and claim all funds by deadline for closing of grant

# Grantees Asked for It

- Information about the funding and carryover
- Interpretation of grant requirements (refer to your awarded application)
- Calendar of report due dates (will be developed and sent out later this fall)
- Allowable expenses (Administrative Handbook, page 5)



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